

VERIFICATION COVER SHEET

Send your documents to be entered in your BFIS Quality and Credential Account with 1 copy of this cover sheet

I understand that only *verifiable* information will be entered by Northern Lights into my Bright Futures Information System (BFIS) Quality and Credential Account. If I currently work at a regulated child care program the person with BFIS program administrator access can view my professional development, education and credentials, including any scanned transcripts in my BFIS Credential Account.

Signature _____ Date _____

Full legal name: _____

Alternative name(s) used: _____

Current Home Mailing Address: _____

Workplace: _____

Phone: _____ Email: _____

BFIS Quality and Credential account number: _____ (don't know it? send sheet anyway)

WHAT DOCUMENTS TO SEND- AND NOT SEND

DON'T SEND IF:

- The training or document is already in your BFIS Account – find “where it GOES” in BFIS BELOW!
- If you received a Northern Lights documentation form at the training the Sponsor is sending your attendance **SEND after you CHECK each document:** Can it be VERIFIED based on the criteria below?

| | | |
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| <p>Certificates of attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> TITLE and short DESCRIPTION <input type="checkbox"/> TRAINING DATES, TIME & # of HOURS <input type="checkbox"/> SPONSOR name with official logo/ letterhead <input type="checkbox"/> YOUR NAME <input type="checkbox"/> SIGNATURE of sponsor or instructor - NOT typed | <p>Transcripts issued by the college or university REGISTRAR (you need to request this from the registrar)</p> <p>YES Send:</p> <ul style="list-style-type: none"> <input type="checkbox"/> PDF or hard copy original <input type="checkbox"/> Good copy - paper or PDF <p>Don't send:</p> <ul style="list-style-type: none"> - JPG (picture) or FAX - Grade report or downloaded from web | <p>Copy of current certificates, Credentials or License such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPR card- both sides <input type="checkbox"/> First Aid card – both sides <input type="checkbox"/> CDA credential- current <input type="checkbox"/> Agency of Education license <input type="checkbox"/> Other professional certificates/credentials/ resume |
| <p>Where to GOES in BFIS:</p> <ul style="list-style-type: none"> • PROFESSIONAL DEVELOPMENT | <p>Where it GOES in BFIS:</p> <ul style="list-style-type: none"> • PROFESSIONAL DEVELOPMENT- individual courses that relate to your job • EDUCATION - degrees listed • DOCUMENTS – whole transcript | <p>Where it GOES in BFIS:</p> <ul style="list-style-type: none"> • CREDENTIALS - list • EDUCATION – list license • DOCUMENTS –scanned license, certificate or resume |
| <p>WHY ARE YOU SENDING THESE DOCUMENTS: (check all that apply)</p> | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> To update my BFIS Credential Account <input type="checkbox"/> Licensing requirement: Program Director <input type="checkbox"/> Other _____ | <ul style="list-style-type: none"> <input type="checkbox"/> A level _____ certificate <input type="checkbox"/> Credential: Program Director <input type="checkbox"/> Credential: Afterschool Professional <input type="checkbox"/> Instructor Registry | |
| <p>NOTE: Only YOU can enter your Individual Professional Development Plan (IPDP) into your BFIS account</p> | | |

WHERE TO SEND YOUR DOCUMENTS

MAIL: Northern Lights Career Development Center: CCV, P.O. Box 489 Montpelier, VT 05601; **EMAIL or SCAN** (PDF only – no pictures): professional.development@ccv.edu ; **FAX (NO Transcripts):** 802-828-2805